

**Virginia Department of Historic Resources
Work Plan Implementing the Agency's Strategic Plan and
Statewide Comprehensive Preservation Plan
October 2008-September 2009**

Overview

Mission: Put Virginia's History to Work

To identify, evaluate, register, and help communities and citizens preserve, interpret, and use Virginia's rich historic assets for the economic, educational and cultural benefit of all.

Agency Vision:

By 2016 and the 50th anniversary of National Historic Preservation Act and Virginia Preservation Law, we envision a Virginia where DHR is recognized as the premier agent for fulfilling the historic preservation charge of Article XI of the Virginia Constitution and where people recycle buildings as routinely as they recycle cans and glass.

We envision a future for Virginia where historic places are recognized and managed as valuable and irreplaceable economic, cultural, and educational resources for the benefit of individual property owners, and for the communities in which we live, play, and work. We envision DHR as a nationally recognized historic preservation and customer service agency that provides the tools and the leadership to inspire and assist property owners, developers, local governments and public agencies to ensure that Virginia's historic buildings, districts, sites and other historic properties are appropriately considered in public and private decision-making and effectively preserved and used for the benefit of our communities today and for many generations to come.

Agency Goals:

DHR's programs support a wide range of public and private efforts to make the most of irreplaceable historic resources that can and should benefit Virginia communities for generations to come.

Statewide Goals Advanced by DHR's Strategic Goals, Objectives and Strategies

- Elevate the levels of educational preparedness and attainment of our citizens.
- Be a national leader in the preservation and enhancement of our economy.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect, conserve and wisely develop our natural, historical and cultural resources.
- Ensure that Virginia has a transportation system that is safe, enables easy movement of people and goods, enhances the economy and improves our quality of life.

In this final year of Governor Kaine's administration, we are particularly mindful of the statewide environmental priorities, in particular:

- Safeguarding Virginia's environment and targeting 400,000 additional acres under permanent protection through the year 2010

- Encouraging sustainable growth
- Enhancing transportation

Toward these ends, the Department has adopted several broad goals and objectives to guide its actions over the years. Each year it undertakes more targeted strategies that address one or more of these goals and objectives.

- Goal I:** Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future
- Goal II:** Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth
- Goal III:** Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Agency's Objectives and Strategies for 2007-2008

Goal #1:

Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future

Objective 1.01

To increase the number of historic resources identified, evaluated, and registered

Overall success toward objective 1.01 will be assessed through the following measures:

- **Numbers of properties added to the DHR historic resource database (Measure Baseline: 170,000 total entries through SFY2005; Measure Target: +10,000 by the end of SFY2010)**
- **Number of historic properties listed on the Virginia Landmarks Register and/or National Register of Historic Places. (Measure Baseline: 2377 total at the close of FY2005; Measure Target: +90 in each of SFY2009 & 2010)**
- **Number of historic resources listed on the Virginia Landmarks Register and/or National Register of Historic Places that reflect Virginia's rich diversity (Measure Baseline: 154 total as of SFY 2002; increased to 234 by SFY 2005; Measure Target: +24 by the end of SFY 2010)**

2008-2009 Strategies for Objective 1.01

Survey and Inventory

Projected additions to the inventory:

Architectural Survey	4000 properties added to inventory
Hectares (reconnaissance)	4000

Hectares (intensive)	5000
Archaeological Survey	1000 sites added to inventory
Hectares (reconnaissance)	5000
Hectares (intensive)	500

Survey Program Manager with assistance from Survey Team and Survey Team Committees, will:

- Continue to develop program priorities for the Statewide Survey and Planning Cost-Share Program to bring them more fully into alignment with Governor Kaine's initiatives to strengthen the link between land use and transportation, to support open space preservation, and to promote 2009 as the Year of the Environment.
- Continue to encourage local governments to use Cost Share as a tool for effective preservation planning, in concert with the Governor's goals for land use and balanced growth.
- Prepare and issue a Request for Applications from local governments, planning district commissions, and established non-profit organizations interested in undertaking joint survey and planning projects with DHR by April 15, 2009; and plan and host a workshop for prospective applicants once the RFA is issued.
- Enter into agreements with selected localities and commissions to undertake priority projects in 2009-2010, and
- Have project agreements in place and projects under contract and underway by December 1, 2009
- Regional offices will assist in monitoring projects selected for funding. Monitoring will include field checking projects that include nomination work and focused assistance with making sure that nomination deadlines and nomination components are complete.

Survey Program Manager will ensure that Cost Share projects selected for 2008-2009 funding will have project agreements in place and projects under contract and underway by December 1, 2008 and that projects will be completed by May 2010. Regional offices, along with the Survey Program Manager, will monitor the following projects selected for 2008-2009 funding and ensure that the work is completed in a timely and quality manner in accordance with DHR standards, grant and register deadlines:

- Survey Manager: Brunswick County (Brunswick County Courthouse Assessment and Rehabilitation Plan and NR/VLR Nomination Update); Henrico County (Architectural Survey Update, Archaeological Assessment and Comprehensive Report); Richmond Metropolitan Convention and Visitor's Bureau (U.S. Route 1 Corridor Study); Washington-Rochambeau Revolutionary War Road and Transportation Study, Phase III; Northern Neck APVA/Northern Neck Planning District Commission (*Preparation of A Guide to Historic Sites on the Northern Neck of Virginia*)
- CRPO: Amherst County (Comprehensive Countywide Architectural Survey); Dinwiddie County (Comprehensive Countywide Architectural Survey, Phase I);. See also Multiple Jurisdictions Projects below.
- NRPO: Arlington County (PIFs and public meetings for proposed Arlington Ridge, Country Club View and Old Dominion historic districts; Fredericksburg (Phase III Survey of Fredericksburg Historic District, Town of Herndon (Herndon Historic District Architectural Survey Update); Rappahannock County (Architectural Survey and NRHP Nominations for proposed Woodville and F.T. Valley Road Historic Districts);
- RRPO: Blacksburg (Blacksburg Historic District expansion) ; Campbell County (Town of Altavista Historic District Survey and NRHP/VLR Nomination); Russell County (Town of

Honaker Downtown Historic District) ; Roanoke City (Wasena Neighborhood architectural survey).

- TRPO: City of Chesapeake (City-Wide African-American Architectural Resources Survey and NR/VLR Nomination. See also Multiple Jurisdictions Projects below.
- Multiple Jurisdictions: Monitoring with Archives - Hampton Roads Planning District Commission (Phase II Data Enhancement Project).

Regional office staff and Survey Program Manager in coordination with RID, will initiate, monitor and bring to completion by December 2009 (unless otherwise noted in contract) the following projects:

- Survey Manager w/NRPO: Culpeper County – County-wide Architectural Survey; w/ TRPO: Gloucester County (with Charlotte, James City, and York Counties, and City of Williamsburg) – Study of Washington-Rochambeau Revolutionary Route (W3R); Survey Manager: W3R/RWRTS data entry project (data entry for phases one and two of study)
- CRPO: Cumberland County -- Transportation corridor survey and study for local designation/design review for Cumberland Courthouse Historic District; Town of South Boston (Halifax County) Historic District Update (survey and nomination amendment); Town of Halifax (Historic District survey and nomination)
- NRPO: Town of Round Hill (Loudoun County) –Survey and NR/VLR Nomination, Round Hill Historic District; City of Winchester (w/ CRPO) – Phase 1 of Three-phased Architectural Survey to Update Winchester Historic District; Town of Hillsboro (Loudoun County) – Architectural Survey, Hillsboro Historic District; Fauquier County - Architectural Survey and NR/VLR Nominations for Five Communities (Orlean, Bristersburg, Calverton, Midland, and Summerduck); Community of Forestville (Shenandoah County) – Architectural Survey and NR/VLR Nomination, Forestville Historic District.
- RRPO: Botetourt County – Countywide Architectural Survey; Town of Marion (Smyth County) – Architectural Survey, Expansion Areas of Marion Historic District; City of Radford - Archaeological Phase 1, Arnheim Property; Russell County – Architectural Survey.
- TRPO: Town of Eastville (Northampton County) – Architectural Survey and NR/VLR Nomination, Proposed Eastville Historic District; City of Chesapeake – Design Guidelines Update for the South Norfolk Historic District; City of Hampton Old Wythe and Pasture Point (historic districts survey and nominations)

Regional office staff, Survey Team Cost Share Program Promotion Committee and the Survey Program Manager will promote the need for architectural survey and the Survey and Planning Cost Share Program in the following localities:

- CRPO: Amherst, Campbell, Amelia, New Kent and Prince George counties
- NRPO: City of Alexandria (Old Town Historic District) and Madison County
- RRPO: City of Buena Vista architectural survey and PIF for Commercial Historic District; Galax resurvey and Historic District expansion; Pittsylvania County architectural survey; Roanoke City residential neighborhood architectural survey; Salem residential architectural survey; Scott County, Gate City architectural survey: all pending public support.
- TRPO: Gloucester County; Mathews County; City of Newport News, and York County.

Regional office staff, Survey Team Cost Share Program Promotion Committee and the Survey Program Manager will promote the need for archaeological survey and the Survey and Planning Cost Share Program in the following localities:

- CRPO: Appomattox, Charlotte, Prince Edward, Lunenburg, Nottoway, and Amelia counties.
- NRPO: Highland and Rappahannock counties.
- RRPO: Russell, Bland, and Floyd counties.

- TRPO: Middlesex, and Mathews counties

Survey Team Survey Manual Committee and Survey Program Manager, coordinating with RID, will oversee and implement:

- Final revisions to DHR Survey Manual:
 - Updating and expanding guidelines for conducting cultural resources survey in Virginia”
 - Incorporating data entry guidelines for architecture and archaeology in DSS, or reference separate data entry guidelines prepared by DHR Archives staff
 - Status according to DHR’s records for architectural and archaeological assessment at the county/city level - including maps showing statewide and regional survey coverage
 - Incorporation of comments resulting from posting for public comment, and review and comment in-house by DHR staff.
 - Manual to be updated in future as needed on annual basis by Survey Manual Committee and Survey Program Manager).
- A plan for identification and documentation of cultural landscapes (to include support for DHR Easement program as needed), through Survey Team Sub-committee
- Coordinate with potential partners for conducting additional survey and related studies – Potential partners include the National Barn Alliance, National Trust for Historic Preservation, VDOT and Virginia colleges/universities
- Survey Program Manger will update 1984 DHR architectural documentation guide and prepare for reissue, to supplement the Survey Manual

Regional offices will conduct limited surveys and field-testing to promote professional interest in larger theme studies of significant resources as follows:

- CRPO: Continue to analyze findings of archaeological investigation at Ft. Christanna in Brunswick County as funding permits; continue to oversee archaeological investigation at Lumpkins Jail; and oversee investigations in partnership with the Prince George Historical Society at a Native American site in Prince George County. and at the Golden Ball Tavern Site in the City of Petersburg..
- NRPO: Continue to provide technical assistance to local governments and organizations relating to Civil War archaeology. Work with the Northern Shenandoah Valley Chapter of the ASV and Civil War collectors to survey and record the Rutherford Farm Battlefield in Frederick County and the Centerville Battlefield in Fairfax County.
- RRPO: Continue ongoing regional architectural survey with DSS entry. Continue ongoing regional archaeological survey with DSS entry.
- TRPO: Continue annual updating of Virginia Company Period Archaeological Assessment for Eastern Virginia through field inspections and archival research; complete all archival research and draft text for Contact Period component of the State Archaeology Plan.

CRPO will continue to work with APVA and other stakeholders to develop and implement an emergency documentation program for threatened properties. The mission is to form a team of cultural resource professionals willing to field document threatened buildings on a rotating, volunteer basis and establish a deployment system that is efficient, responsive, and equitable.

The Community Services Division will explore the feasibility of establishing a summer architectural survey program for graduate students in cooperation with a major historic site or college or university preservation program.

State and National Registers

DHR will conduct 4 regular joint meetings of the Virginia State Review Board and the Virginia Board of Historic Resources, and a minimum of one board training session with an anticipated target of reviewing 90+ for registration, including all associated public and local government notification, public meetings for all historic districts, and posting nominations and meeting minutes on the agency website.

Property Types	Projection
Districts (includes Amendments)-	12
Buildings-	70
Sites-	4
Structures-	3
Objects-	0
MPDs-	1

The following non-state-owned properties are anticipated for nomination (some may become final in the following annual cycle):

- CRPO: Baker-Strickler House, Louisa County; Historic District, Colonial Heights; Chesterfield Highland Shady Grove School, Louisa County; Violet Bank Historic District, Colonial Heights; West Franklin Street Historic District Expansion, City of Richmond; Woodland Heights Historic District, City of Richmond; Woolen Mills Historic District, City of Charlottesville
- NRPO: Arcola Slave Quarters, Loudoun County; Bears Den Rural Historic District, Clarke and Loudoun counties; Cromwell Run Rural Historic District Boundary Increase, Fauquier County; Hopefield, Fauquier County; Iwo Jima Monument/Expansion of George Washington Parkway Historic District, Arlington County; Rowe House, Fredericksburg.
- RRPO: Blacksburg Historic District expansion; Floyd County, West Fork Furnace; Franklin County, Piedmont Mill Historic District; Giles County, Eggleston Historic District; Grayson County, Spring Valley Rural Historic District; Martinsville, Dry Bridge School; Radford, Arnheim expanded nomination for Criterion D; Rocky Mount, Bald Knob Historic District; Russell County, Honaker Downtown Historic District; Smyth County, Marion Historic District expansion.
- TRPO: Warden Family Home, City of Chesapeake; Ware Neck Store and Post Office, Gloucester County; 14 Barron Drive, City of Hampton; Williams Store, Mathews County; Mathews County Courthouse Complex Update, Mathews County; John Custis III Archaeological Site, Northampton County; Eastville Historic District, Northampton County; Hobson Multiple Property Nomination, City of Suffolk.

DHR will continue to pursue World Heritage Listing for the State Capitol Building as part of the Jefferson theme that already includes Monticello. In this work plan cycle, Register staff will work with Poplar Forest and the NPS-Office of International Affairs to prepare/revise a combined Application for Inclusion of a Property in the U.S. World Heritage Tentative List if requested by the NPS-OIA.. DHR will act to support the World Heritage listing of Mount Vernon as requested.

RID will conduct an anticipated 24 biweekly meetings of the agency inter-disciplinary, inter-division Evaluation Team in support of register nominations, project review, rehabilitation

projects, and easements and will conduct additional Executive Evaluation Committee meetings as needed.

The Register staff will complete a Register Legal Requirements Notebook for staff reference (an aid to COOP and ARMICS efforts).

Moving towards a “paperless” board meeting, the Register Staff will begin posting PIFs this year, targeting December 2008 as the first “paperless” PIF review.

Register Section staff will participate in or lead two historic district public hearings as a cross training exercise (public meeting training).

The State Archaeologist will formally evaluate a minimum of one site for eligibility to the Virginia Landmarks Register and the National Register of Historic Places using an educational field school to collect the required on-site data for such an evaluation.

Objective 1.02

To increase the protection and/or rehabilitation and reuse of historic properties for economic and community benefits

Overall success toward objective 1.02 will be assessed through the following measures:

- **Number of historic rehabilitation projects completed and certified by DHR (Measure Baseline: 32 in SFY1997; Measure Target: ≥250 each year through SFY 2010)**
- **Amount of private dollars invested in historic rehabilitation projects leveraged through state tax credits (Measure Baseline: \$40 million in SFY1997; Measure Target: ≥\$200 million for each of SFY2009/2010)**
- **Total number of historic preservation easements (Measure Baseline: 384 in SFY2005; Measure Target: +12 in each of SFY2009/2010)**
- **Percentage of state and federal projects reviewed within 30 days of receiving completed documentation (Measure Baseline: 81% SFY 2003; Measure Target ≥90% each year)**

2007-2008 Strategies for Objective 1.02

Rehabilitation Tax Credits

Projected FY '07 Statistics:

Federal	
Part 1	100
Part 2	100
Part 3	80
State	
Part 1	190
Part 2	180
Part 3	190

OPI staff will strive to provide quality customer service and timely review of applications.

- OPI will evaluate program regulations and propose revised language, as necessary. Revisions will clarify program processes and policies. Example: eliminate language stating that CPA "equivalent" may certify qualified rehabilitation expenditure, as there is no professional equivalent.
- OPI will revise tax credit applications to comply with regulatory revisions; include additional tracking information (such as email addresses, state and federal electoral districts, LEED certification level) and language stating that by signing the form, the applicant verifies that the project has been accomplished according to the program regulations.
- OPI will work with the Virginia Society of CPAs to draft and adopt Agreed-Upon Procedures for certification of eligible expenditures for rehabilitation projects.
- OPI staff will pursue one professional development opportunity, as is cost-beneficial for the Department; this will be accomplished through webinars and attending educational and training sessions held in the Richmond area.

OPI will work with the City of Winchester to make the rehabilitation tax credit program accessible and user-friendly to the public.

- OPI will present a workshop on the application process and *Standards for Rehabilitation* for the public.
- OPI will work with the City to develop a set of guidelines for common building types, to provide property owners with general guidance for rehabilitation treatment.

OPI will work with the City of Roanoke to encourage prospective buyers of Buena Vista to rehabilitate the building sensitively and to donate a historic easement on the building to the Board of Historic Resources.

- OPI will present a workshop at Buena Vista on the application process and *Standards for Rehabilitation* for prospective buyers that will highlight the character defining features of the building and recommended treatments. .
- OPI will explain the benefits of easement donation to prospective buyers.

OPI will provide monthly reports to the Department of Taxation detailing the certification of Part 3 applications.

Easements

OPI will work proactively to achieve the Governor's goal of protecting an additional 400,000 acres of open space through conservation easements:

- OPI will carry out defined action plans to secure easements on a targeted list of 5 top priority easements on significant properties (do we include the list?).
- OPI will facilitate the voluntary donation of at least 8 historic preservation easements through the end of SFY 2009.
- OPI will work with General Assembly Grants Administrator and grant recipients to draft and execute easements (when required by the grant requirements) on at least 5 properties that are the subject of the grant.

OPI will evaluate and revise the existing policies, procedures and guidance documents and draft new for the easement program to ensure the best stewardship of historic properties and

compliance with state and federal law. Review of revised and new documents will be coordinated with the Board of Historic Resources, Office of the Attorney General, and relevant conservation partners.

- New policies will address treatment of archaeology, battlefield stewardship, acceptance of easements on non-National Register property, records retention and treatment, and other issues identified.
- The seven existing policies will be reviewed and revised as appropriate, to provide clear guidance in accordance with sound legal and preservation practice and philosophy.
- Standard Operating Procedures will be established for the Easement Committee, how to conduct inspections of property under easement, how to conduct baseline documentation, and other topics as necessary.
- Forms and guidance documents will be evaluated and revised as necessary; new documents will be developed as necessary. Existing forms to be reviewed include baseline documentation form, property inspection form, and potential easement evaluation worksheet.
- OPI coordinate with the Office of the Attorney General in the review and revision of standard easement language to ensure compliance with state and federal law, and to provide best language.

OPI will implement strategies to manage easements held for the Board of Historic Resources and provide the best stewardship possible for the resources; this will be accomplished through a variety of methods, including physical inspection, technical assistance, electronic communication, and other means as appropriate.

- OPI will maintain the easement database, to ensure that contact and property information is accurate.
- OPI will lead the inter-divisional Easement Committee to review requests for approval for alterations to properties within 30 days.
- OPI will prioritize inspections and devise a schedule for conducting full inspections of properties. OPI will strive to accomplish 150 inspections this year; DHR regional staff will be trained and will be asked to assist in inspection of properties.
- OPI will develop a design and undertake a cost analysis for creating an honorary plaque to be given to easement property owners which will denote that the property is held under easement with DHR.

OPI will educate easement property owners and the general public about DHR's easement program, historic preservation treatment, and other relevant information.

- OPI will develop and provide easement property owners with a notebook that will include the easement deed(s), baseline documentation report, easement policies and procedures, and other relevant information. Handbooks will be provided to owners on an incremental basis.
- OPI will develop an email newsletter to be sent to easement property owners on a quarterly basis; it will address a variety of topics, with an emphasis on technical preservation treatments and responsible stewardship of historic properties.
- OPI will provide easement property owners with the Homeowner's Handbook, on an incremental basis.

OPI will focus special efforts in Waterford, Loudoun County to foster an open line of communication with the residents, and to provide best stewardship possible for properties under easement.

- OPI will work with the Waterford Foundation to evaluate all existing easement documents for Waterford Foundation properties and amend easements as appropriate to provide appropriate protections for resources.
- OPI will plan for and conduct a public meeting for easement property owners to discuss DHR's easement program; the meeting will be followed by site visits made by OPI staff to provide technical assistance to property owners.

Project Review

ORC will review state and federal projects under environmental and preservation laws with an anticipated review/consultation caseload:

Type of Action	Federal Projection	State Projection
Additional Information Provided	1000	100
Survey	50	5
Eligible	30	15
No Effect	725	200
Not Eligible	100	50
No Adverse Effect	500	80
Conditional No Adverse Effect	75	5
Memorandum of Agreement	20	4
Programmatic Agreement	15	2
Technical Assistance	350	60
Adverse Effect	30	10

ORC will review and/or issue and monitor state permits:

Permit type	Projection
Burial permits	7
State Lands (archaeology) permits	15
Cave Permits (reviewed)	4
Underwater Permits (reviewed)	2

ORC will encourage in cooperation with federal and other state agencies through training and review procedures managing smart growth and for good stewardship of natural and historic resources in advancement of Governor Kaine's initiatives to strengthen the link between land use and transportation and to support open space preservation by

- Working with VDOT's Innovative Project Delivery staff to train a minimum of 2 local governments in historic resource stewardship and planning;
- Working with FHWA and VDOT on the Route 340 and Route 29 corridor studies to ensure that historic landscapes and rural properties are appropriately considered through identification, evaluation of their eligibility to the National Register of Historic Places and Virginia Landmarks Register, and development of design standards and guidelines and other strategies to reduce and/or avoid adverse effects and,
- Working with our federal, state, and local partners in the 106 process to encourage the protection of historic properties and their associated settings and landscapes through deed restrictions, proffers, preservation covenants, conservation easements, and other legally

enforceable mechanisms that are included as mitigation measures in a minimum of 2 Memorandum of Agreement /Programmatic Agreements.

- ORC will continue to work on project-specific programmatic agreements/standard operating procedures with the Federal Energy Regulatory Commission for the Smith Mountain Lake and Claytor Lake Relicensing, and with the National Park Service Colonial National Historical Park for implementation of the Fire Management Plan.

ORC will continue to streamline procedures for state and federal projects by developing a minimum of five agency-specific operating protocols, programmatic agreements and programmatic exclusions established to streamline the review process and to support state wide goals of improving transportation, safeguarding the environment, supporting the military, supporting local and regional economies, and efficiencies in state and local government.

- Transfer of the federal 106 responsibility from the Federal Highway Administration, Corps of Engineers, the Tennessee Valley Authority to the Virginia Department of Transportation for highway projects.
- An agreement for HUD- funded activities state-wide and for at least one entitlement community and two CDBG localities. The targeted entitlement communities are Winchester and Loudoun County, as well as amendments to the PAs for the cities of Richmond and Roanoke and targeted CDBG localities will be Gate City, Bassett, and West Point.
- Programmatic agreements with Fort Belvoir for Implementation of the Historic Resources Management Plan and Routine Activities, Quantico Marine Corps Base for Routine Activities, and Fort Myer for privatization of on-post lodging.
- ORC will work with federal agency partners in order to develop agency-wide or program Programmatic Agreements with target agencies and programs being Rural Development for Routine Activities and an amendment to the PA with Rural Housing Service to Include Rural Housing Grant program, Corps of Engineers FUDS program, and the Office of the Comptroller of the Currency, the Federal Energy Regulatory Commission for Routine Pipeline Maintenance, the National Park Service Units of the Colonial National Historical Park and the Petersburg National Battlefield for all Park activities, and the Virginia Office of the Fish and Wildlife Service for the Partners and Wildlife Program and Natural Resources and Damage Assessment program.
- Work with VDOT environmental staff through the establishment of regular interagency meetings to develop standard agreement language, operating protocols, and other efficiencies in order to streamline and increase DHR response time for transportation projects.
- Revise the state-level agreements with VDOT to more efficiently and effectively consider historic properties in planning and constructing road projects.
- RID and ORC will work together to provide DHR procedures to support better information and review for VDOT projects:
 - Revise the archaeology site form to include a field that states whether a site is located in VDOT ROW or in future ROW;
 - Prepare and distribute a written policy to VDOT and its consultants on completion of the new site form field.
 - ORC will add a section to its internal report review form to ensure that reviewers check for that information.

Play a leadership role in the BRAC transfer of control of Fort Monroe from the US Army to the Commonwealth of Virginia and subsequent redevelopment in cooperation with the Army, the Fort Monroe Federal Area Development Authority (FMFADA), the City of Hampton and other agencies of the Commonwealth.

- Proceed pursuant to DHR's responsibilities under the terms of the PA;
- Lead the Historic Preservation Advisory Group (HPAG) in developing baseline data, viewshed and architectural analyses, design guidelines, and interpretive programs.
- Review and monitor all redevelopment actions and projects affecting historic resources at Fort Monroe
- Encourage the development of Fort Monroe as the Virginia Center for the Environment a concept combining cooperative efforts among environmental, educational, health, and economic development agencies to combine efforts in research, education, and service delivery focusing on the Chesapeake Bay and Tidewater area.

Provide advice and assistance to the Corps, the City of Newport News and the Virginia Tribes on issues arising from the Memorandum of Agreement for the King William Reservoir, including but not limited to, review of research designs for the wetland mitigation areas and flood pool, reviews of technical reports for identification and evaluation surveys, and treatment plans for archaeological sites and landscapes as well as traditional cultural properties. In addition provide similar assistance to the Corps, bank proponents and the Virginia tribes on mitigation banks that may sell credits to the City.

Comprehensive Planning

DHR in cooperation with other state agencies will provide training for local governments on existing tools for managing growth and for good stewardship of natural and historic resources in advancement of Governor Kaine's initiatives to strengthen the link between land use and transportation and to support open space preservation.

DHR will convene a meeting with DCR to review the recommendations in the 2007 Virginia Outdoors Plan as they relate to historic resources and cultural landscapes and identify realistic strategies for implementing them.

Regional offices will encourage local government partners in the Survey and Planning Cost Share Program to integrate the data collected in completed projects into local comprehensive plans and local historic district ordinances, and to nominate eligible historic districts and cultural landscapes identified in these projects to the state and national registers

Certified Local Governments

DHR will the following manage the following 2008-2009 CLG grants for successful closeout by September 30, 2009:

- CRPO: Petersburg (Resurvey of local historic districts); City of Richmond (Statewide CLG Training at Fall 2008 Virginia Preservation Conference)
- NRPO: Arlington County (Final Phase of County-wide Architectural Survey); Prince William County (Nomination for Woodlawn House); Prince William (Archaeological Survey of Williams Ordinary in Dumfries)
- RRPO: City of Roanoke (Training Workshop for Property Owners and CLGs on Window Repair)

CLG Coordinator will review priorities, solicit, and appoint a team to review applications, and select projects for 2009-2010 awards.

CLG Coordinator will update files on all CLGs, prepare an annual report and evaluate the status of eight CLGs (selection to be determined in consultation with CLGs and regional offices) .

CLG Coordinator will assist in providing CLG two training sessions, including a statewide training workshop for CLG/ARBs at the Statewide Preservation Conference in 2009 and at another venue.

Promote program and make CLG promotion presentations on request. Targets include:

- CRPO: City of Hopewell, Goochland County
- NRPO: Town of Strasburg; Town of Stephens City
- RRPO: City of Lexington; City of Bristol.
- TRPO: Newport News; Isle of Wight County

CLG Coordinator will continue to work with APVA in exploring the possibility of establishing a statewide alliance of architectural review boards and preservation commissions.

Federal Covenants

The last Federal Covenants administered by DHR expired in June 2008.

State Historic Preservation Grants

Manage the state historic preservation grants program, providing information and technical assistance as required.

- Manage 3 state historic preservation grants awarded by the 2008 General Assembly (United Daughters of the Confederacy, Virginia Society for the Sons of the American Revolution and Montpelier rehabilitation award) and
- Continue to administer 22 grants to nonprofit historical organizations that were carried forward from the 2007-08 fiscal year;
- Assist applicants as needed with the grant application process for the 2009 session of the General Assembly and with answers to questions regarding the historic and non-historic grants;
- Assist former grant recipients with help on maintaining their historic properties.

Continue to maintain a DHR State Grants Project Database and update it as required.

Administer 2008-09 Round of Civil War Preservation Grants.

Archaeology

(Archaeological resources and activities are included in most other sections as well)

The State Archaeologist will:

- Work with the Archaeological Conservancy to acquire and preserve two archaeological sites in Virginia in FFY 2008. Targets include: Ely Mound and Carter Robinson Mound and Pamplin Pipe Factory easement.

- Continue to develop and track the Priority Archaeological Sites List (created in 2007) with the aid of COVA and ASV members, adding approximately 50 sites. The list is intended to encourage education, stewardship, easement establishment, and other means of site protection.
- Continue writing the State Archaeological Plan, completing all remaining prehistoric sections with a session (including those chapters) to be presented at the annual ASV meeting during Virginia Archaeology Month 2009.

TRPO will coordinate, with assistance from other regional office archaeologists and the State Archaeologist, the Threatened Sites Archaeological Research Program, minimally including research and related services on the following sites:

- Gloucester Point Archaeological Database (Multiple sites)
- Hall's Tavern (054-0034)
- Hatch (44PG40)
- Hercules (44AY40)
- Little Mountain Pictographs 44NT13, 44TZ13)
- Mockhorn Island (44PG40)
- Newman's Neck (44NB 180)
- Underwater Shoreline (City of Hopewell)
- Virginia Archaeological Database (Multiple sites)
- Wilkerson's Landing (44SK58)

DHR will consult with COVA, ASV and VCI in evaluating and ranking 2009-2010 proposals for Threatened Sites projects. Field offices will assist in evaluating proposals, prioritizing sites for funding, and provide volunteers with opportunities to contribute to DHR Threatened Sites archaeological projects.

DHR Collections staff will provide leadership and services designed to enhance management, research, and interpretation of archaeological collections held by other institutions statewide

- Work with COVA Collections Care Committee to improve collections management statewide by:
 - Requesting information detailing collections held by institutions and organizations throughout the state. This information will be entered into a comprehensive, relational database to be designed in 2009 as a state-wide inventory of Virginia's archaeological collections.
 - Creating and presenting to Committee for approval, an evaluation form to assess collections management practices; begin using this form in 2009.
- Provide collections management guidance and training to a minimum of five organizations.
- Provide conservation services for other state agencies and museums such as JYF, VHS, VMNH, and Ft. Lee, as requested.
- Oversee rehousing and evaluation of Curles Plantation artifacts in the VCU collection and continue to re-organize and inventory the VCU box collection in their warehouse, depending on availability of interns and volunteers.

Other Strategies for Preservation and Reuse of Historic Resources

Collaborate with Sweet Briar College APVA Preservation Virginia in reconstructing Tusculum and adapting it as a regional preservation resource center at the College;

Assist communities in Virginia who seek designation as *Preserve America* communities by reviewing and commenting on their applications and writing appropriate letters of support

Objective 1.03

To advance state leadership by example in the stewardship of state-owned historic properties

Overall success toward objective 1.03 will be assessed through the following measures:

- **Number of State-owned historic properties added to the Virginia Landmarks Register (Measure Baseline: 14 total (SFY 2002); 44 total (SFY2005) ; Measure Target: +10 each year through SFY 2010**
- **Number of state-owned historic properties inspected to monitor condition of significant historical attributes (Measure Baseline: 30 (SFY 2003); Measure Target: ≥30 per year)**
- **Number of state-owned properties considered for preservation purposes, placed under treatment or management agreements (Measure Baseline: 2 in SFY 2002; Measure Target: 4 in each of SFY2009/2010)**

2007-2008 Strategies for Objective 1.03

Complete the second biennial report on Stewardship of State-owned Historic Properties and submit it to the Governor and General Assembly on or before May 1, 2009. Under the leadership of RSR (with assistance from RID and other sections as appropriate) and in consultation with the relevant land-holding agencies, DHR will:

- Report on progress and the status of state stewardship since the publication of the 2007 report,
- Finish identification and development of the biennial list of historic properties on state-owned property that are eligible for listing as Virginia Historic Landmarks but which have not yet been registered and
- Compile the biennial list of significant historic properties on state-owned property, whether registered or not, that are threatened with deterioration, neglect, or loss.
- Evaluate existing survey data, consulting with key agencies, to determine to what extent resources surveyed in 1991 have been demolished
- Develop a reporting strategy to track state agency progress in meeting the historic properties element of the management scorecard and in addressing issues as part of the biennial reporting cycle;
- Work with key agencies to assist them to evaluate and identify historic properties and threats as well as strategies for applying these identified properties for inclusion in the 2009 report.

Regional and Central office staff will conduct ≥30 site-visits and inspections to assess condition of historic properties on state lands. The Stewardship Steering will identify 7-10 sites that are priority for staff assessments by region and Regional office staff will visit at least 7-8 on a quarterly basis.

Work with land-owning agencies to identify and register significant historic properties. Targeted state-owned properties for listing to the VLR for FY08 and FY09 include:

- Pocahontas State Park (DCR); Twin Lakes State Park (DCR); Bear Creek Lake State Park (DCR); Holiday Lake State Park (DCR) are currently under contract through a partnership with DCR and are targeted for listing at the September 2008 and December 2009 meetings. Spradley-Kurowski and Wagner will oversee completion;
- Lexington Plantation (Masons Neck State Park/DCR) is submitted as a draft and will be completed by the current author, or sent to a different consultant or DHR staff member for final completion. Oversight and review will be conducted by Spradley-Kurowski and Wagner with assistance from Keith Egloff for listing at the December 2008 or March 2009 meeting.
- Foster Falls Hotel, New River Trail (DCR) nomination will be completed by Mike Pulice for the March 2009 Meeting.
- Central State Hospital Chapel, Dinwiddie County (DMHMRSAS) is being prepared by staff at the facility.

DHR staff will pursue permission from the managing agency to list the following:

- Virginia Tech properties: Lane Hall, Burris Hall, War Memorial Chapel, Virginia Tech Historic District (VT)
- Robinson House (VMFA) nomination is completed. Wagner will work with Kilpatrick to gain permission from the VMFA for listing with a target of the March or June 2009 meeting;
- Washington Historic District (UMW);
- College of William and Mary, colonial revival historic district (W&M);
- Hibbs Bridge (VDOT)
- Ninth Street Office Building (DGS)
- Old City Market (VCU)
- JMU Historic District (JMU) (*nomination is complete; permission has been denied to date*)
- Virginia Supreme Court Building (DGS?)

Goal #2:

Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth

Objectives for Goal #2

Objective 2.01

To improve the high quality, quantity, and use of historic resource inventory products, and services

Overall success toward objective 2.01 will be assessed through the following measures:

- **Number of customers conducting research in the DHR archives or using DHR research services (Measure Baseline: 1588 customers served (calendar 1997); increased to 5360 in SFY2005; Measure Target: ≥6000 in each of SFY2009/2010)**
- **Percentage reduction for backlog of architectural records to be entered into the DHR historic resource inventory data-sharing system (DSS) (Measure Baseline:**

Approximately 10,000 record backlog in 2006; Measure Target: Reduce the backlog by 50% by the end of SFY2008 and 100% by the end of 2010)

2007-2008 Strategies for Objective 2.01

DHR Archives Staff will focus on the following tasks:

Archives Operations:

- Make historic resource survey records available through onsite research and archives search services to an expected 5,000 users.
- Process and accession in a timely fashion an expected intake of 4500 new survey records and 250 cultural resource management reports, plus incorporation of several thousand pieces of correspondence, newspaper articles, etc. into existing property files.
- Complete conversion of card catalogue for Library's monographs and dissertations into new Access electronic catalogue in SFY 2009. The project is near complete with 2008 work in.
- Rehouse DHR's archaeology image collections in new compact shelving in Archives by end of SFY2009.
- In SFY 2009 reassess pricing schedules in the Archives to include DSS Licenses and Archives Search Service.

Data Sharing System:

- Reassess and revise, if needed, the DSS Operations MOA with VDOT in 2009. (Hubbard and Hostetler)

DSS Data Cleansing and Enriching

- Continue cleanup of architectural records within the Data Sharing System (DSS); merge records of individually recorded properties that are also recorded as contributing historic district resources with target date for completion by end of SFY2010. (part-time staff funding permitting) (Part time assistants)
- Ongoing comprehensive data entry for architectural survey records. (Part time assistants)
- Continue verifying and updating current digitized mapping layers in DHR's geodatabase (GIS) to ensure an accurate base line, with a target date for completion of Architectural resources by the end of SFY2009. (Part time assistant)
- Continue to add newly recorded historic resources to the GIS, and continue to amend re-evaluated boundaries with uploads into the DSS occurring on a weekly basis. (Part time assistant)
- Continue working with localities to integrate more local parcel layers into DHR's geodatabase (2007 baseline – approximately 50 local parcel layers in GIS); Continue to seek more local data as it comes online over the next year and insure that metadata full attribute data is included in all materials received. Contact organizations frequent annually for data exchange updates. (Hubbard, Hostetler)
- Continue to incorporate key internal agency Access databases into the DSS (pending funding) (Hubbard, Hostetler).
- Continue to incorporate images files (including nominations) into DSS during SFY2009 (pending funding). (Part time assistant)
- Complete incorporation of VDOT sponsored DSS enhancements to the database in SFY2009 and continue to assess overall functionality of DSS as the new enhancements come online. (All primary Archives staff members)

GIS

Archives staff (Hubbard, Hostetler, and part time assistants) will continue enhancement of agency GIS systems including DSS:

- GIS enhancements – incorporate a second phase of GIS enhancements in the DSS user interface in SFY2009
- Restructure and optimize geodatabase to including write/develop metadata for DHR data layers
- Write script to automate update procedure or move into ArcSDE to reconcile in SFY 2009.

Databases

Archives staff will complete the following (Hubbard, Hostetler, and part time assistants):

- Enhance Archives and Archaeological inventory databases to include additional data tracking fields currently employed in separate spreadsheets in SFY 2009.
- Spatial Data Agreement Form revision Karen?

2.02 Maintain and manage the state's archaeological collections of approximately 6 million objects, and associated records

State Archaeologist and Archaeological Collections Staff will:

Integrate approximately 90% of all archaeological collections acquired from CRM firms and other sources within 2 months of their arrival.

Catalogue and care for the collections with the assistance of part-time staff and interns, rehousing at least 100 boxes of artifacts from Keyser Farm (44PG01), Chippokes Plantation State Park, and the Golden Ball Tavern (44PG0439).

Provide conservation support for collections including pre- and post-exhibit condition assessments and technical support to at least four institutions.

Revitalize a programmatic/comprehensive preventive conservation program for collections held by DHR. Monitor collections' environment with goal of decreasing incidence of insect pests and improving stability of temperature and humidity. Devise system to evaluate threat of infestation from incoming collections based on their composition and previous history.

Seek outside funding for treating metals in DHR collections; possible sources being investigated include IMLS and NPS-SAT programs.

Continue the volunteer program for Collections and make available to ASV, Certification Participants, and general public. Conduct 30 sessions with a goal of involving 50 volunteers contributing 1000 hours during the September through May program.

Continue to evaluate and address growing pressure on space for long term curation of collections at the DHR Kensington Avenue facility:

- Complete the relocation of agency slide and black and white negative collections to the Archives.

- Work with archives staff to relocate archaeology slide collection to the Archives in 2009.
- Work with Fort Lee repository and VMNH toward goal of transferring collections there from DHR repository, creating more space for acquiring collections at DHR. Continue to provide technical assistance as needed. The goal for 2009 is to transfer 120 boxes from various military sites to Fort Lee and the Hurt Power Plant (44PY0144) collection of 125 boxes to VMNH.
- Evaluate the archaeological slides from counties M – Y and scan selected representative images for DHR image database.

Create written policy and procedures that ensure database and paper records are integrated into an effective collections management system, filling any documentation gaps as needed and including processes to

- annually reconcile on a sampling basis the relevant databases to items in the collection,
- review and clarify records of ownership, taking steps to determine ownership where this is not recorded and/or to claim 'orphaned' collections in accordance with the authority provided in Code of Virginia §55-210-35 through 38,
- review all current loans, updating agreements as needed, and devising and implementing a system and schedule for regularly monitoring the status of loans, and
- collaborate with agency's Administrative Director in an annual evaluation of compliance with GASB 34, ensuring that the exception is met.

Objective 2.03 Analyze and reburial human remains in DHR's care.

Overall success toward objective 2.03 will be assessed through the following measures:

- **Percentage of human remains held in DHR care for which specific disposition plans/decisions are finalized (Baseline Measure: 0 for SFY 2008; Target: 100% by SFY 2010).**
- **Percentage of human remains for which final disposition has been completed (Baseline Measure: 0% for SFY 2008; Target Measure 50% by SFY 2010; 100% by 2011).**

The State Archaeologist, the Burial Permit Coordinator, and the Burial Task Force will revise by March 2009 the current plan to reburial all human remains in DHR's care. This plan will include strategies and a timetable for

- Resolving any related permit issues,
- Consulting with the Virginia Council on Indians, tribal leaders, family descendants, and other appropriate associated persons and organizations and the NAGPRA on locations and procedures for reburial or other long-term disposition.
- Disposition of 75% of individual remains will take place within one year of reaching agreement among consulting parties.

Objective 2.04 Promote the use of DHR's uniquely comprehensive collections for research and interpretation.

Overall success toward objective 2.04 will be assessed through the following measures:

- **Number of loans of collections (Baseline Measure: 5 loans for SFY2007/2008; Target Measure: 5 loans for SFY 2008/2009).**

- **Number of researchers using DHR lab (Baseline Measure: 20 for SFY 2008; Target Measure: 20 for DFY2008/2009).**
- **Number of museums provided support (Baseline Measure: 5 for SFY 2007/2008; Target Measure: 5 for SFY 2008/2009)**

The State Archaeologist and Archaeological Collections Staff will:

- Contact five universities with potential topics for dissertations, theses, and senior papers based on DHR collections.
- Advertise availability to scholars, professional archaeologists, museum professionals and historical societies.
- Provide access and space to work. Annual goals of 5 loans of collections for research, tracked on outgoing transactions database, and 20 researchers using collections study room, tracked on sign-in sheet.
- Continue to provide support and/or objects to 5 small museums and other venues for collections-based exhibits and interpretive programs in their facility. This will advertise our resources and encourage other organizations to use them. Current requests include: Jamestown/Yorktown Foundation, Smithsonian, Virginia Historical Society, Gloucester County, Prince George County, Wolf Creek Indian Village and Museum, James Madison University, and Halifax County Historical Society.
- Track day-by-day use of collections and Collections Section facilities by recording number and purpose of visitors to offices, lab, and study collections room.
- Update section resources by purchasing reference works on Virginia archaeology, collections management, and conservation.
- Promote the analysis of copper, soapstone, chert, and jasper.
- Establish and enhance educational potential of prehistoric ceramics, projectile points, and glass study collections.
- Complete Maritime Archaeological Presentation for public and arrange for meeting to discuss Virginia's management of underwater resources.

Goal #3:

Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Objectives for Goal #3

Objective 3.01

To increase knowledge and appreciation of Virginia's historic assets and how to use them for economic, educational, and civic benefit of communities throughout the Commonwealth

Overall success toward objective 3.01 will be assessed through the following measures:

- **Number of participants trained by DHR training programs or classes (Measure Baseline: 2300 in SFY2003; Measure Target: ≥3,000 in SFY2009)**
- **Number of participants reached by DHR environmental education programs (Measure Baseline: 8,000 in SFY2003; Measure Target: ≥15,000 in SFY2009)**

- **Numbers of Historical Highway Markers placed on Virginia's highways (Measure Baseline: 2100 historical highway markers total; 66 new or replacement markers approved in FY2005; Measure Target: +40 each year through SFY2010)**
- **Number of participants reached by DHR education programs emphasizing Virginia's rich diversity (Measure Baseline: 2,000 in SFY2003; Measure Target: ≥10,000 SFY2009)**
- **Number of new or replacement historical highway markers that reflect Virginia's rich diversity (Measure Baseline: 209 total by end of 2003; Measure Target: +25 each year for SFY2009 and 2010)**

2007-2008 Strategies for Objective 3.01

Conduct or cosponsor historic preservation-related training for public agency and local officials, developers, property owners, etc. about in statutory requirements for historic resources and/or available preservation tools to support community goals.

- Collaborate with the APVA Preservation Virginia to provide three training workshops. (Fall 2008:workshop in Botetourt:: What Does It Mean To Be in a Historic District; Fall 2008 Preserve Virginia workshop in Hanover County, Spring 2009 Workshop in Western Southside on Preserving the character of Rural Communities)
- OPI will conduct periodic workshops with historic preservation consultants to provide a forum for discussing appropriate rehabilitation treatment and program processes.
- OPI staff will pursue one professional development opportunity, as is cost-beneficial for the Department; this will be accomplished through webinars and attending educational and training sessions held in the Richmond area.
- OPI will plan for and conduct a workshop for Board of Historic Resources to discuss easement program, policies, and procedures.
- OPI will conduct two training sessions with conservation partners to discuss appropriate stewardship of resources and processes; it is anticipated that workshops will be with battlefield partners and VOF.
- CLG Coordinator will assist in planning for a statewide training for CLG/ARBs at the Statewide Preservation Conference in 2009 or at another venue
- State Archaeologist, Community Services, OPI and ORC staff will collaborate to provide a minimum of three training sessions to agencies, institutions, and private landowners on best management practices for historic properties, good stewardship, 106 and easements at three regional workshops.
- Collections staff will seek out and manage a target of 5 internships and/or work study student assistants with VCU, UR and other post-secondary institutions.
- ORC will provide training to 3 local governments or localities on Section 106 and the consultation process with DHR in order to ensure early and effective project coordination. The training will target local governments that are experiencing increased HUD-financed rehabilitation or revitalization activities.
- ORC will conduct or cosponsor related training in Section 106 for federal agencies, local governments and consultants to foster more effective and efficient compliance and encourage better stewardship of historic properties Agencies targeted for annual training include HUD, the Corps of Engineers Regulatory Branch and Transportation Enhancement recipients. Other targeted agencies include Rural Development Area Offices, the Virginia Department of Transportation and the Virginia Office of the Federal Highway Administration, Game and Inland Fisheries, Marine Corps Base Quantico, and Corps of Engineers programs other than regulatory.

- RSR will work with the National Park Service and recipients of SAT and Preserve America grants to initiate individualized training for existing grantees and for new grantees as soon as possible after the grants are announced to introduce them to the requirements of Section 106 and developing easements to foster more effective and efficient compliance and encourage better stewardship of historic properties
- RID will conduct a minimum of 1 Register community presentations during the year, including a discussion on how to complete the form and how to write effective statements for Sections 7 and 8. Targets will include communities that participating in Cost Share survey projects that will be completed in 2008-2009. Potential target communities also include a return to Stafford County (for a workshop session) and Hanover County (basic presentation and possibly workshop)
- Register staff will conduct a minimum of 1 consultant workshops, open to in-state and out-of-state contractors who either regularly work with DHR or intend to explore designation work.
- Archives and Register will sponsor internships—possible target institutions: VCU/JMU/UVA/UMW (As funds permit)
- State Archaeology and Collections will sponsor internships – possible targets: UVA W&M, JMU, RU, VCU, and UMW as feasible
- Cooperate with the Journey Through Hallowed Ground Partnership in providing funding and technical support for front-line training of site managers and volunteers at historic sites along the Corridor (dependent on receiving grant funding through the ACHP)

Conduct or cosponsor educational activities for teachers, students, citizens, preservation organizations, government officials, etc. to foster a greater understanding and appreciation of historic resources.

- The exhibit on Three American Beginnings: Jamestown, Quebec and Santa Fe, co-sponsored with Virginia Historical Society will be shown in Santa Fe from October 2008 to March 2009, and finish at the National Museum of American History from May to October 2009.
- Cosponsor (and assist in planning and execution of) the Environment Virginia 2009 Conference to be held in Lexington on April 2009
- Collaborate with National Park Service's Chesapeake Bay Gateways Program, Department of Conservation and Recreation, Chesapeake Bay Foundation, Maryland Historical Trust and others to accomplish the following objectives:
 - Review and evaluate Chesapeake Gateway grant proposals and work with Gateway staff to ensure that Section 106 review requirements are properly incorporated into the grant-making process.
 - Assist in developing strategic goals and outcomes for the program
 - Assist in developing a “Friends of Chesapeake Gateways” support partner organization
- Collaborate with Sweet Briar College, APVA Preservation Virginia and National Trust for Historic Preservation in organizing and presenting a major conference on sustainability and historic preservation at Sweet Briar in September 2009
- Collaborate with Sweet Briar College in:
 - Reconstructing Tusculum and adapting it as a regional preservation resource center at the College;
 - Presenting an Architectural Literacy Workshop at Sweet Briar in November 2008
 - Presenting a Teaching with Historic Places conference at Sweet Briar in cooperation with the National Park Service in 2009;
 - Developing a Web-based toolkit on preservation and sustainability in cooperation with AIA chapters in Central Virginia; and

- Building a scale model of Tusculum for educational use.
- Collaborate with interested property owners, the College of William and Mary, and Virginia Indians in continuing research and producing a booklet for the general public to disseminate results to both the public and the professional community for Werowocomoco in Gloucester County.
- Make presentations to historical societies, preservation organizations and other groups as requested.
 - State Archaeologist and Collections staff will present at least 5 presentations at professional meetings and conferences and
 - Conduct at least ten tours and educational programming in the DHR Richmond lab and VHS museum for university archaeology classes, field schools, and other educational groups.
 - Each regional office will make a minimum of 12 educational presentations to historical societies, preservation organizations and other groups. Scheduled presentations include:
 - CRPO and/or OPI will give a presentation at the Piedmont Area Preservation Alliance (PAPA) Preservation Week events in April 2009.
 - RRPO will continue African American Heritage Education Outreach in Roanoke City Schools.
 - TRPO Director will give a presentation on The Contact Period in Virginia Archaeology, at COVA Symposium for Virginia's State Archaeological Plan, ASV Annual Meeting, Martinsville, October 2008.
- The Smithsonian Institution's NMNH exhibit, *Written in Bone: Stories of Life and Death in the Colonial Chesapeake*, to open for two years in February 2009, will include artifacts loaned from DHR's collections.
- Complete and feature on DHR website two-30 minute videos and related educational materials in collaboration with Prince William Network and Virginia Foundation for the Humanities about the evidence of pre-Clovis occupations in eastern North America, *Ice Age Explorers: New Evidence* and *Ice Age Explorers: The Investigators* for release on October 7 & 9, 2008 as part of Virginia Archaeology Month.
- Collaborate with Chippokes Plantation State Park to disseminate results of archaeological testing on sites at the Park using the theme of the cultural creolization of the English, Africans, and Native Americans.
- Coordinate Virginia Archaeology Month, developing theme, poster, calendar of events, and mailings to prospective hosts and participants.
- Participate in VRUEC and collaborate with other VRUEC members. Update information on DHR programs and resources for VaNaturally Education guide website. Promote DHR at Environmental Education Conference and Professional Development Meeting for VaNaturally Partners.
- Conduct at least 3 archaeological field school programs through agency and private sector partnerships: Chippokes Plantation State Park with ASV and State Parks, at Stafford County Civil War encampment, and at Golden Ball Tavern in Petersburg.
- Continue cooperative interaction with ASV to provide meeting space and artifact processing and learning opportunities through the study of the collections from Chippokes, Keyser Farm, Golden Ball Tavern, and other sites.
- Prepare and staff displays and activity booths promoting historic preservation and DHR programs at five or more venues.
- Promote agency educational products, including Solving History's Mysteries, ARKS (Native American and African American), *First People: the Early Indians of Virginia*, Prince William Network videos on Ice Age Explorers, DHR web site interactive modules *The Paintings of*

John White and *What Do Archaeologists Do?*, and other sponsored/co-sponsored exhibits and events.

- The State Archaeologist as Program Co-Chair will solicit papers and organize the program for annual Archeological Society of Virginia meeting.
- The State Archaeologist will regularly report DHR activities to Archeological Society of Virginia and Council of Virginia Archaeologists.
- State Archaeology and Collections will continue to work with Prince William County School Systems on a proposed program on the Civil War Union Winter Encampment 1862-63 at Camp Misery in Stafford County

Increase official public recognition and public awareness of historic places representing Virginia's rich and diverse historic heritage

- Register a minimum of 12 historic properties that recognize persons or events associated with diversity themes as Virginia Historic Landmarks (included in register section above)
- Feature diversity preservation topics in publications and Web site (pending functionality of web site)
- Reach a minimum of 10,000 citizens, teachers, and students through diversity in history educational programs. (See general education strategy as well.)
- Conserve at least ten Native American or African American artifacts.
- Maintain and strengthen DHR's partnership with Virginia Council on Indians by working with the Council on common educational goals.
- DHR in cooperation with APVA. Preservation Virginia will convene a meeting of African-American leaders in the Virginia preservation community to explore the feasibility and desirability of establishing a Virginia African-American Heritage Council.
- DHR's Historical Highway Marker program will
 - Leverage a minimum of 10 diversity-themed markers from private sponsors
 - Complete approximately 100 new and replacement markers focusing on diversity subjects over the next three years using a 2007 Transportation Enhancement Grant. Staff will work with the Diversity Committee to choose, research, write, and gain board approval for a targeted 34 markers in SFY 2009.
 - Create a highway marker traveling display (depending on funding).
 - Reconstitute the agency Diversity Committee..
- RID will focus on increasing Women's Diversity subjects for marker and register designation.
- RID will develop a plan to establish a Freedman's Bureau Trail; complete an online itinerary (NPS), use highway markers to designate sites, and develop a plan for a print version (book brochure, pamphlet, booklet, or special issue of Notes on Virginia) including strategies seeking a co-sponsor for funding. (depending on funding—could be funded by a partner-or might be better as a pamphlet or special copy of Notes, more cost efficient)
- RID will develop ideas/plan for celebrating the 150th anniversary of the Emancipation Proclamation: September 22, 2012. Actions this year may include forming a committee (DHR staff and outside government parties). Among the possible project under consideration is a publication proposal that would chronicle laws that developed from 1862 to present, related to the concept of Civil Rights and follow that up with a product highlighting historic places associated with those laws. The target is to complete a plan that lists products during 2009 and to seek out possible partners that may take part in the planning as a steering committee.
- RID will develop a brochure that highlights DHR's "diversity initiative" in registering new resources or creating new highway markers related to the history of women, Indians, and African Americans and other minorities in Virginia.

- RID/publications manager will oversee creation of a poster for National Preservation Month (May) that promotes DHR and Virginia's historic buildings and structures; completion of this project will depend on available funding or co-sponsorship. If successful, the poster would be distributed to schools, public libraries, museums, historical societies, and other educational facilities in Virginia.
- RID/public information officer will distribute via email on a nearly daily basis a listing of online news items about preservation, history, land-use and planning, and other related topics of interest gleaned from local, state, and national media sources. The "DHR News Clips" service will remain available, cost-free, to citizens and professionals in government agencies and non-profit organizations, as a means to (a) increase DHR's visibility and (b) foster better awareness statewide of various preservation issues and activities happening at the local and regional level. The DHR News Clips will also feature, as warranted, "News from DHR," thus providing another means for DHR to "get the word" about agency activities and accomplishments.
- State Archaeology and Collections staff will continue to work with VMNH to complete webpage on Three Cultures

Develop new educational tools for use by DHR, teachers, museum educators, etc.

- Complete the Maggie Walker Teaching With Historic Places lesson plan and if appropriate pursue acceptance of it by the TWHP program at NPS.
- Distribute copies of the archaeological conservation CD produced by the Mid-Atlantic Conservators Group as requested.
- Create three new storyboard displays of Archaeology and Collections activities for ground floor lobby windows.
- Create a maritime resources exhibit for upcoming professional meetings.
- Create a resource "kit" (on-line and/or in print) of tools and opportunities to give to a community after register designations have been made to help them take civic pride and recognition to the next step of education and outreach. (Interdivisional work group)

Expand potential of the DHR Website: (pending the conversion of the site to a Content Management System; this conversion has been on hold, awaiting the selection of a web-hosting service that can accommodate the agency's needs and software requirements.)

- Continue conversion of the Website to meet CSS accessibility mandates and ongoing assessment of the site pages for compliance, now 60-to-80 percent complete;
- Develop more fully the educational potential of the DHR Website. Some possibilities under consideration include:
 - Exploring the feasibility of reinstituting a DHR newsletter in a digital format via the internet or as an e-mail newsletter.
- Create and publish to website the Calendar of Events for Virginia Archaeology Month.
- Complete work on Rosenwald Schools feature web pages in 2009
- Create a feature page for Virginia's Washington-Rochambeau sea and land routes survey project
- Create a web page section to Highlight Cost Share program
- Create a web page section to highlight the Threatened sites program
- Contract to produce additional archaeology-based interactive module for DHR website.

OPI will update information on the DHR website to ensure access to current forms, regulations, and preservation guidance, and place "Prosperity Through Preservation" executive summary brochure and full technical report on the DHR website for downloading.

RID will post the new Historic Districts Power Point on Register web area.

ORC will:

- Develop more fully the educational potential of the DHR Website for environmental review. Some possibilities under consideration include viewshed analyses and cell tower reviews.
- Provide link on web site for Advisory Council's guidance on Native American consultation, NAGPRA, FCC's Tower Construction Notification System for Outreach to tribes, as well as to Virginia Council on Indians and Virginia Tribes. to increase general knowledge of the role of the Native community in the environmental review process.

Pursue an active publications program including:

- The annual journal *Notes on Virginia* to include standard articles on register, tax credit projects, and historical highway markers, plus articles on
 - The Spring 2008 archaeological excavations at Civil War camp sites in Stafford County related to the Battle of Fredericksburg and adjutant military campaigns
 - How to use state historical highway markers for educational efforts in the classroom
 - The collection of shoes in DHR Collections recovered from the Betsy, a ship scuttled by the British in 1781 during the Siege of Yorktown
 - The value of using Sanborn maps for teaching with historic places in general through the example of Harrisonburg's Downtown Historic District.
- Publish, in partnership with APVA-Preservation Virginia, *A Handbook and Resource Guide for Owners of Virginia's Historic Houses*, with the aim of releasing the publication to the public during APVA's Annual Preservation Conference in October 2008.
- Other publications: Update, revise, reprint and distribute informational and advisory publications that DHR customers need to meet their preservation goals and to use DHR services, including
 - A Year End Report;
 - Archaeological technical and research reports, as scheduled;
 - Press releases and promotional efforts to raise awareness and encourage community involvement in Historic Preservation Week, Virginia Archaeology Month, highway marker and register listings, and CLG and cost share awards.
 - Work toward revised editions of the following two titles:
 - *Virginia Landmarks of Black History* (target for updated edition: 2010)
 - *The Virginia Landmarks Register* (target for updated edition: 2011) with the possibility of making the next edition a web publication.

Bring archaeological research to completion through reports available to scholars and the public alike:

- CRPO will continue to pursue glass science research culminating in a paper and/or poster presented at the 2010 meeting of the Society for American Archaeology and a final scholarly published report on research results in 2010 or 2011.
- RRPO will prepare a collaborative report with Virginia Tech on archaeological and anthropological research at Kentland Historic and Archaeological District, Montgomery County.
- TRPO with regional office archaeologists and the Richmond office curation staff will prepare two Threatened Sites project manuscripts suitable for publication, following recommendations of publication priorities by VDHR/ASV/COVA Threatened Sites Committee.

- TRPO with the DHR/ASV/COVA Threatened Sites Committee will continue to implement a plan for publishing the Jordan's Point excavations, completing first phase with publication of popular report.
- The State Archaeologist will continue research on Maycock's Point, Chippokes Plantation State Park sites, and statewide distribution of bone tools leading to reports to be published in.
- The State Archaeologist will publish, in partnership with Virginia Museum of Natural History, *The Late Woodland Dan River People: A Social Reconstruction Based on the Study of Bone Tools at a Regional Scale*.
- The State Archaeologist will publish a minimum of 2 articles on Virginia archaeology.

Pursue an active Historical Highway Marker Program that responds to client applications for new Historic Highway Markers, actively encourages private sponsors to come forward, encourages/leverages private sponsorship of markers, and both produces and leverages public and private sponsorship of markers reflecting Virginia's rich diversity for new marker texts approved by the Virginia Board of Historic Resources through June 2009.

APPENDIX – KEY ACRONYMS DEFINED

DHR Divisions/Units

OPI	Office of Preservation Incentives
ORC	Office of Review and Compliance
RID	Resource Information Division
RSR	Resource Services and Review
CRPO	Capital Region Preservation Office
NRPO	Northern Region Preservation Office
RRPO	Roanoke Regional Preservation Office
TRPO	Tidewater Region Preservation Office

Other Organizations and Agencies

AIA	Architectural Institute of America
APVA	APVA-Preservation Virginia: Virginia's statewide historic preservation advocacy organization
ASV	Archeological Society of Virginia
COE	US Army Corps of Engineers
COVA	Council of Virginia Archaeologists

DCR	Department of Conservation and Recreation (includes State Parks)
DEQ	Department of Environmental Quality
DGIF	Department of Game and Inland Fisheries
DGS	Department of General Services
DHCD	Department of Housing and Community Development
FCC	Federal Communication Commission
FHWA	Federal Highways Administration
FMFADA	Fort Monroe Federal Area Development Authority
(FM)HPAG	(Fort Monroe) Historic Preservation Advisory Group
HUD	Housing and Urban Development
JMU	James Madison University
NPS	National Park Service
PAPA	Piedmont Area Preservation Alliance
RU	Radford University
SAA	Society for American Archaeology
SHA	Society of Historical Archaeologists
UMW	University of Mary Washington
UR	University of Richmond
UVA	University of Virginia
VAM	Virginia Association of Museums
VCI	Virginia Council on Indians
VCU	Virginia Commonwealth University
VDOT	Virginia Department of Transportation
VHS	Virginia Historical Society
VMFA	Virginia Museum of Fine Arts

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VMI	Virginia Military Institute
VMNH	Virginia Museum of Natural History
VOF	Virginia Outdoors Foundation
VRUEC	Virginia Resource Use and Education Council
VT	Virginia Tech
VTC	Virginia Tourism Corporation
W&M	College of William and Mary
Other	
ARB	Architectural Review Board
CDBG	Community Development Block Grant
CLG	Certified Local Government
DSS	Data Sharing System – DHR’s online historic resources inventory
GIS	Geographic Information System
MOA	Memorandum of Agreement
NAGPRA	Native American Grave Protection and Repatriation Act (federal)
NHPA	National Historic Preservation Act (federal)
NRHP (or NR)	National Register of Historic Places
PA	Programmatic Agreement
ROW	Right of Way (VDOT)
TWHP	Teaching With Historic Places
VLR	Virginia Landmarks Register
W3R	Washington-Rochambeau Road to Revolution